

# **CONTRACT MANAGER**

## **TRAINING AND CERTIFICATION AT A GLANCE**

### **What training do I need?**

The Training & Certification Programs (TCP) **CPA Texas Contract Management Certification Training** (4 consecutive day accelerated training class). You will register for this class at: <https://cmbireg.cpa.state.tx.us/reg-cm/index.cfm>

For additional information, please visit our website at:

<http://www.cpa.texas.gov/procurement/prog/training-ert/cmt/training/requirements/>

### **Where do I take the test?**

The University of Texas at Austin, K-16 Education Center **OR** an alternate testing site outside of Austin. You will fill out the Certification Testing Application at:

[http://www.cpa.texas.gov/procurement/prog/training-cert/purchtrn\\_cert/testing/exam-resources/testing\\_registration\\_form.pdf](http://www.cpa.texas.gov/procurement/prog/training-cert/purchtrn_cert/testing/exam-resources/testing_registration_form.pdf)

- ✓ Timeline for testing: Within 6 months of the last day of class. **However**, once you have submitted your application to the testing center, they require you test within 60 days.
- ✓ The testing center will send you an email and/or postcard once they have processed your application which takes approximately 7 to 10 business days.
- ✓ Testing Application Fees: Credit Card is \$120.00. Check, Money Order or ITV (Interagency Transfer Voucher), is \$130.00. Payment is required with submission of your application.

For additional information, please visit our website at:

<http://www.cpa.texas.gov/procurement/prog/training-cert/cmt/ctcm-certification-testing/>

### **I completed the training course and passed the exam, what do I do next?**

If you know you passed the exam, please fill out the CTCM Certification Application at:

[http://www.cpa.texas.gov/procurement/prog/training-cert/cmt/certification/CTCM\\_Certification\\_Application.pdf](http://www.cpa.texas.gov/procurement/prog/training-cert/cmt/certification/CTCM_Certification_Application.pdf). If you did not have the option to use the online grading system to acquire a test grade at the testing center, please wait until you have received a hard copy notice from the testing center or the “Official Exam Notice” email from the Comptroller of Public Accounts (CPA) (TCP) office.

- ✓ There is no charge for certification.
- ✓ Once TCP receives your application for certification and the official exam from the testing center; it will take 10 to 14 business days to process your application unless we require additional information. If we do, you will receive an email from our office.

For additional information, please visit our website at:

<http://www.cpa.texas.gov/procurement/prog/training-cert/cmt/certification/applying-for-certification/>

### **I received my CTCM certificate, what are my obligations in maintaining my certification?**

Please visit our website and view the [Certification Renewal-How Does It Work](#) (PDF) presentation and you download the [State Certification Renewal](#) (XLS).